

DEPARTMENT OF THE ARMY
Rock Island District, Corps of Engineers
Clock Tower Building
Rock Island, Illinois 61201

NCRAS
Memorandum
No. 1-1-2

4 September 1979

Administration
ARRANGEMENTS FOR CONFERENCES AND MEETINGS

1. **Purpose.** To set forth the policies and procedures governing arrangements for conferences and meetings and for reserving and using the District Conference Rooms.
2. **Scope.** This memorandum is applicable to all District elements.
3. **General.** The District Conference Rooms are primarily for the official use of District personnel for the purpose of holding meetings and conferences with public officials, bid openings, internal conferences, training, etc.
4. **Responsibilities.** The Chief, General Service Branch is responsible for scheduling the use of the conference rooms and for any special arrangements or equipment which may be required. These special arrangements or equipment include: name tags, name signs, office supplies, extra chairs for large groups, flip charts, slide and movie projectors, etc. All arrangements and reservations should be made well in advance to assure the room and special items are available on the date required.
5. **Procedures.**
 - a. Chief, General Service Branch will maintain a log of reservations for the Small and Large Conference Rooms (Annex Building) and the 3rd Floor Conference Room (Vault-Clock Tower Building). Reservations will be made on a first-come-first-serve basis, unless otherwise directed by the Executive Office. Reservations may be made by telephone, extension 233, or in writing to the Chief, General Service Branch (NCRAS-G).
 - b. Reservations for meeting and conference rooms outside those of the District Office will be placed through the Chief, General Service Branch. Each requesting element representative will be required to furnish pertinent information as to desired location, room size, and special arrangements (para 4).

*This Memorandum supersedes, Memo 1-1-2 dated, 6 Jan 76

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c. For all meeting sand conferences of significant impact or importance, the responsible element representative will furnish the District Engineer a copy of the agenda and a list of scheduled attendees. Minutes of these meetings will be kept and a copy furnished to the Executive Office and Public Affairs Office. For meetings of lesser importance a Memorandum For Record will be made and a copy submitted to the Executive Office and Public Affairs Office.

d. When the presence of the District Engineer or Deputy District Engineer is required at a scheduled meeting or conference, it is the responsibility of the Division Chief of the conducting element to schedule a briefing and brief and DE and/or DD covering the significant aspects/topic well before the meeting/conference date. If remarks by the DE and/or DD are required, a draft text of the proposed remarks will be furnished at the scheduled briefing.

e. Name signs and individual name tags for important non-District persons attending significant meetings and conference which may last one day or longer will be requested from Chief, General Service Branch by the element sponsoring the meeting or conference.

FOR THE DISTRICT ENGINEER

OFFICIAL:

F. W. MUELLER, Jr.
Colonel, Corps of Engineers
District Engineer

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Executive Assistant

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